

STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
HONOLULU, HAWAII

April 28, 1981

MEMORANDUM 1981-14

TO: Heads of Departments and Agencies  
Attention: Payroll/Personnel Offices

FROM: Hideo Murakami, Comptroller

SUBJECT: Direct Deposits of Employees' Net Pay

The purpose of this memorandum is to advise you of the enclosed notice which has been sent to all assignees receiving direct deposits of employees' net salary under the State's payroll system.

The notice is self-explanatory. In addition, this memorandum is to advise your payroll/personnel offices that conforming changes to the State of Hawaii Accounting Manual, Volume III, will be forthcoming. Also, a corresponding revision to State Accounting Form D-60, revised July 1, 1977, will be made to include bank assignment (BA) types under item 7 shown on the reverse side of the form. This type of assignment will not require the signature of the assignee for cancellation.

Departments and agencies may continue to use the present form, pending revisions to the form.

Please be sure that your employees are made aware of the attached notice; a copy may be posted, as required, for employee information.

  
HIDEO MURAKAMI  
Comptroller

Attech.

STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
P. O. BOX 119  
HONOLULU, HAWAII 96810

**NOTICE TO: All Assignees Receiving State of Hawaii Direct Deposits of Net Salary**

Because of increasing reliance on account codes in direct deposit systems receiving payroll payments of State employees, it has become appropriate to control bank account numbers (or similar account codes) more closely. Previously, while there has been a field (I.D. No., digits 45-52) on State Accounting Form D-60, Salary Assignment/Cancellation, to indicate such numbers, this field has not been a mandatory one under the State's payroll system, and account numbers were input into the system only if and as they appeared on the form.

We are aware that many assignees now rely heavily on account numbers in assuring that employees' net pay is properly credited to their accounts. Currently, State Accounting Forms D-60 are received by Central Payroll directly from employees themselves, or from State agencies, as well as from the assignees, and in many instances account numbers are not entered or are not correct.

Effective August 1, 1981, therefore, all D-60 forms for net salary assignments submitted to the State's Central Payroll for processing must first be reviewed by you, the assignee, to give you an opportunity to edit or correct the account number field. The evidence required to prove that the forms have been reviewed will be your signature in the space provided for "authorized signature of assignee". (Please understand that whatever account number is used is to be decided between you and the State employee; as indicated above, the State does not utilize such numbers).

In summary, the only change covered by this notice is that the D-60 forms must be reviewed by the assignee before they can be accepted by the State's Central Payroll for processing. This procedure, we are sure, will result in better service to both you and the affected employee.

We would like to take this opportunity to remind assignees of certain important procedures that continue unchanged:

- Due date -- D-60 forms must be received by Central Payroll by the first working day of a pay period in order for the assignment to be effected in that pay period.
- I.D. No. Field -- This field is limited to 8 characters (numerics, alphas, or others).
- Plan Field -- Indicate "C" for checking account; indicate "S" for savings account.

If there are any questions, please call Ms. Josephine Valdez in Central Payroll at 548-6736, or write using the address on the letterhead.

  
HIDEO MURAKAMI  
Comptroller